**CA-PMM**

**Project Name:** Parole LEADS Modernization (PLM)

**OCIO Project #:** 5225-103

**Department:** CA Dept of Corrections & Rehabilitation

**Reporting Period:** *From:*                    *To:*

# Team Member to Project Manager

## Current Task Summary

| Task or Deliverable | Scheduled Completion Date | Actual Completion Date | Issues? |
|---|---|---|---|
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

| **Accomplished this week** |
|---|
|  |

| **Planned/Scheduled Completion in Next Two Weeks** |
|---|
|  |

| Status Summary | Yes/No | Explanation |
|---|---|---|
| Will all assigned tasks be accomplished by their due date? |  |  |
| Are there any planned tasks that won't be completed? |  |  |
| Are there problems which affect your ability to accomplish assigned tasks? |  |  |
| Do you plan to take time off that is not currently scheduled? |  |  |

## Status of Assigned Issues

| Issue Number | Description | Due Date | Status |
|---|---|---|---|

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|---|---|---|---|
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**CA-PMM**

**Project Name:** Parole LEADS Modernization (PLM)

**OCIO Project #:** 5225-103
**Department:** CA Dept of Corrections & Rehabilitation
**Reporting Period:** *From:* 8/1/09    *To:* 8/31/09

# Project Manager to Sponsor

## Current Status Report

| Questions | Yes/No | Cause | Impact | Action Required |
|---|---|---|---|---|
| 1. Were recent milestones completed on schedule? | No | Vacant state positions and competing priorities for state staff has delayed the completion of the Design Phase milestone. Design Phase will be completed later than expected. | There is a risk of re-work of development activities, if changes to requirements and/or design occur as part of Design Phase completion. | Development Phase initiated earlier than scheduled. |
| 2. Were any key milestones or deliverables rescheduled? | Yes | See #1 above | Made schedule adjustments to accommodate early Development Phase start. Design & | Monitoring of project Risks to mitigate impact of delayed Design Phase completion. Expediting |
| 3. Was work done that was not planned? | Yes | Lack of legacy system (PCW & LEADS app) documentation and required additional technical analysis. | Lack of documentation necessitated a Change Request for vendor to complete additional analysis. Delays to current design activities. | Temporary assignment of vendor resources to fill gap of State resources until State vacancies are filled. |
| 4. Were there any changes to scope? | No | n/a | n/a | n/a |
| 5. Were tasks added that were not originally estimated? | Yes | Original USPS address validation requirement | Additional work for SI vendor. | Change request was initiated/approved for further |
| 6. Were any tasks or milestones removed? | No | n/a | n/a | n/a |
| 7. Were any scheduled tasks not started? | No | n/a | n/a | n/a |
| 8. Are there any new major issues? | No | n/a | n/a | n/a |
| 9. Are there any staffing problems? | Yes | 2 vacancies of State project staff (Technical Lead and Project Controller) remain. Redirected (temporary) State staff was assigned full-time to the project. | Increased workload on existing project staff (State and Vendor), and delayed completion of State-side activities. | Recruitment/Hiring process in progress, positions still vacant. A resource with extensive business knowledge has been redirected to the PLM project full time. Assessing impact if vacancies continue. Evaluating alternative project approaches to compensate for possible continued vacancies. |

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# Project Manager to Sponsor

## Look Ahead View

| Questions | Yes/No | Impact | Action Required |
|---|---|---|---|
| 1. Will upcoming critical path milestones or deliverables be delayed? | No | n/a | n/a |
| 2. Do any key milestones or deliverables need to be rescheduled? | No | n/a | n/a |
| 3. Is there any unplanned work that needs to be done? | Yes | Additional workload on State & vendor resources. Change Request to evaluate address validation alternatives. Change Request to evaluate implementation alternatives. Change Request to maintain parallel applications at GoLive for a limited timeframe. | Evaluate mitigation strategies to address lack of State resources. Approve and implement Change Requests. |
| 4. Are there any expected or recommended changes to scope? | Yes | Possible change to implementation strategy. | Analysis of vendor contract & implementation approach to determine feasibility |
| 5. Are there any tasks not originally estimated that will need to be added? | Yes | See #3 above. Contract amendments to add additional TPM hours and establish maintenance contract with SI. | See #3 above. Initiate contract amendments. |
| 6. Are there any tasks or milestones that should be removed from the plan? | No | n/a | n/a |
| 7. Are there any scheduled tasks whose start will likely be delayed? | No | | |
| 8. Are any major new issues foreseeable? | Yes | See #3 above. | See #3 above. |
| 9. Are any staffing problems anticipated? | Yes | State project staff turnover and inability to recruit for vacancies increases workload on remaining staff | Recruitment/Hiring process in progress, positions still vacant. A resource with extensive business knowledge has been redirected to the PLM project full time. Assessing impact if vacancies continue. Evaluating alternative project approaches to compensate for possible continued vacancies. Project managers have assumed recruitment efforts. |

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# Project Manager to Sponsor

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**Current Status and Accomplishments:**
*Describe deliverables completed and milestones met during* **this reporting period.**

Completed Design Phase Deliverables (CALPAROLE ERD, PLM Requirements Traceability Matrix, PLM Detail Design Document, PLM Gap-Fit Analysis, PLM System Integration-Interface Plan, PLM System Development Plan, PLM Security Plan, PLM Data Conversion Plan, CalParole Detailed Database Design). Initiated Development Phase.

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**Project Milestones:**
*List key milestones and their dates from the project schedule.*

| Milestone | Target Date | Forecast Date | Status | Cause & Impact to Implementation Date | Date Completed |
|---|---|---|---|---|---|
| Requirements, Analysis and Design | 10/1/08 | 9/15/09 | Delayed | Procurement delay and state resource vacancies | 8/24/09 |
| CDCR Infrastructure Procured & Installed | 2/1/09 | 9/17/09 | Delayed | Procurement delay (RFP and hardware). Awaiting DBA configuration of new environments. | |
| Development and Conversion | 5/1/09 | 9/17/09 | Delayed | Delayed procurement. | |

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**Variances**
Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

| | On Plan <5% | Caution 5-10% | Significant Variance >10% | Action Required |
|---|---|---|---|---|
| Schedule | X | | | Revised Project Schedule approved in May 2009. New schedule brings Final Acceptance Date below 5%. |
| Milestones | X | | | n/a |
| Deliverables | X | | | n/a |
| Resources | | X | | Staff vacancies/turnover increases workload on current staff. Hiring/Recruitment process has not been successful. |
| OneTime Cost | X | | | n/a |
| Continuing Cost | X | | | n/a |

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# Sponsor to Executive Committee

## Summary Milestones and Highlights

**Project Milestones:**

*List key milestones and their dates from the project schedule.  Explain in issues section if a milestone's status is behind.*

| Milestone | Target Date | Forecast Date | Status | If Delayed, Impact to Implementation Date | Date Completed |
|---|---|---|---|---|---|
| Requirements, Analysis and Design | 10/1/08 | 9/15/09 | Delayed | Procurement delay and state resource vacancies | 8/24/09 |
| CDCR Infrastructure Procured & Installed | 2/1/09 | 9/17/09 | Delayed | Procurement delay (RFP and hardware).  Awaiting DBA configuration of new environments. | |
| Development and Conversion | 5/1/09 | 9/17/09 | Delayed | Delayed procurement.. | |

**Variances**

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

*  *Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis*

| | On Plan <5% | Caution 5-10% | Significant Variance >10% | Action Required |
|---|---|---|---|---|
| Schedule | X | | | Revised Project Schedule approved in May 2009.  New schedule brings Final Acceptace Date below 5% |
| Milestones | X | | | n/a |
| Deliverables | X | | | n/a |
| Resources | | X | | Staff vacancies/turnover increases workload on current staff. Hiring/Recruitment process has not been successful. |
| One Time Cost | X | | | n/a |
| Continuing Cost | X | | | n/a |

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# Sponsor to Executive Committee

## Monitoring Vital Signs Scorecard

| Vital Sign | Variance | Value | Your Score | Score Justification |
|---|---|---|---|---|
| 1. Customer Buy-In | High Degree of Buy-In | 0 | **0** Green | Outreach to external law enforcement agencies has promoted customer buy-in. |
| | Medium Degree of Buy-In | 1 | | |
| | Low Degree of Buy-In | 2 | | |
| 2. Technology Viability | Strong Viability | 0 | **0** Green | Technology is well proven in many industries, primarily a COTS solution. |
| | Medium Viability | 1 | | |
| | Weak Viability | 2 | | |
| 3. Status of the Critical Path (delay) | <5% | 0 | **0** Green | Some project tasks have been delayed. Corrective action has been taken. Overall critical path remains on schedule. |
| | 5% to 10% | 1 | | |
| | >10% | 2 | | |
| 4. Cost-to-Date vs. Estimated Cost-to-Date (higher) | <5% | 0 | **0** Green | To date, all costs are within budget. |
| | 5% to 10% | 1 | | |
| | >10% | 2 | | |
| 5. High-Probability, High-Impact Risks | 0 to 3 | 0 | **0** Green | Risks continue to be monitored weekly by project staff, and mitigated as soon as possible. |
| | 4 to 6 | 1 | | |
| | >6 | 2 | | |
| 6. Unresolved Issues (on time resolution) | On time | 0 | **1** Yellow | Minor outstanding issues with Design Phase currently being resolved. |
| | Late with no impact | 1 | | |
| | Late impacting the critical path | 2 | | |
| 7. Sponsorship Commitment | Fully engaged | 0 | **0** Green | Sponsors attend all ESC meetings and are available to mitigate issues as needed. |
| | Partially engaged | 1 | | |
| | Inadequate engagement | 2 | | |
| 8. Strategy Alignment | Strong alignment | 0 | **0** Green | Project Managers meet regularly with SOMS to ensure alignment with schedule and technologies. |
| | Partial alignment | 1 | | |
| | Weak or no alignment | 2 | | |
| 9. Value-to-Business | Strong | 0 | **0** Green | Proposed solution will be easy to modify in future, which ensures all aspects of application remain current. |
| | Medium | 1 | | |
| | Weak | 2 | | |

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| | | | | | |
|---|---|---|---|---|---|
| 10. Vendor Viability (provide rationale for the rating in the field following the scorecard) | Strong | 0 | **0** | Green | Skillnet Solutions (integration vendor) has proven track record of successful implementation of similar solution. Technical staff has extensive knowledge of proposed solution. Eclipse Solutions (TPM) has proven track record and has extensive knowledge of project management best practices. |
| | Medium | 1 | | | |
| | Weak | 2 | | | |
| 11. Milestone Hit Rate (rate of achievement as planned) | >90% on time | 0 | **0** | Green | Some milestone delays have occurred, but most remain on schedule. |
| | 80-90% on time | 1 | | | |
| | <80% on time | 2 | | | |
| 12. Deliverable Hit Rate (rate of production as planned) | >90% on time | 0 | **1** | Yellow | All scheduled deliverables have been submitted by vendor on time. Delays that have occurred are associated with final State review and approval, which is related to lack of staff resources. |
| | 80-90% on time | 1 | | | |
| | <80% on time | 2 | | | |
| 13. Actual vs. Planned Resources | >90% assigned and available | 0 | **2** | Red | Recruitment/Hiring process in progress, positions still vacant. A resource with extensive business knowledge has been redirected to the PLM project full time. Assessing impact if vacancies continue. Evaluating alternative project approaches to compensate for possible continued vacancies. Recruitment has been assumed by PM. |
| | 80-90% assigned and available | 1 | | | |
| | <80% assigned and available | 2 | | | |
| 14. Overtime Utilization (% of effort that is overtime) | <15% | 0 | **0** | Green | Overtime is not currently authorized. |
| | 15-25% | 1 | | | |
| | >25% | 2 | | | |
| 15. Team Effectiveness | Highly Effective | 0 | **0** | Green | Project team (state & vendor staff) have a good working relationship which fosters efficiency and good team work. |
| | Moderately Effective | 1 | | | |
| | Ineffective | 2 | | | |
| | **Total** | | **4** | G | |

_Green = 0 - 8_
_Yellow = 9 - 19_
_Red = 20+_

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**Vendor Viability Rating Rationale**

Skillnet Solutions (integration vendor) has proven track record of successful implementation of similar solution.
Technical staff has extensive knowledge of proposed solution.

Eclipse Solutions (TPM) has proven track record and has extensive knowledge of project management best practices.